

City of Portland, Oregon Sustainable Paper Use Policy: Summary

Background

In March of 2002, the City of Portland and Multnomah County, Oregon adopted a joint Sustainable Procurement Strategy. From the first round of City-County employee sustainable procurement workgroups, the paper workgroup recommended the development of a Citywide paper policy to encourage reductions in paper use and purchasing environmentally preferable paper.

On June 11, 2003, Portland City Council adopted the *City of Portland Sustainable Paper Use Policy*. The paper policy called for the following:

1. Reduce overall printing and writing paper consumption by 15% by 2008 (includes some specific mandates to support the goal);
2. By July 2004 all paper products purchased by the City shall at minimum meet the U.S. Environmental Protection Agency's (EPA) recommendations for recycled content;
3. By July 2004 10% of paper products purchased by the City shall exceed the EPA recycled content minimum or is an alternative environmentally preferable paper (AEPP) as defined by the policy;
4. Give preference to paper products that have been processed chlorine free (PCF) or totally chlorine free (TCF) with the goal that by July 2004 all paper products procured by the City will be PCF or TCF;
5. Track consumption of copy, printing, and writing papers and create Bureau-level strategies for reducing paper consumption.

Implementation

In order to facilitate the implementation of the paper policy, the Bureau of Purchases, Printing and Distribution, and the Office of Sustainable Development collaborated on:

1. Securing a Citywide contract for copy/printer paper that specified 30% PCW, 50% PCW, and 100% PCW paper. The bid was a joint effort with Multnomah County and resulted in a cost savings on the 30% PCW paper of about 12% during the first year, and prices on all the papers under contract were lower than average prices at local office supply stores.
2. Developing a Bureau-level tracking process for paper purchases and print jobs made through Printing and Distribution.
3. Setting all copiers leased through Printing and Distribution to default duplex mode.
4. Requesting all Bureau directors to appoint a Bureau contact to serve as a paper policy coordinator.
5. Developing a Bureau-level annual report on paper consumption, purchases, and Bureau strategies for complying with the paper policy.
6. Working with staff from Portland State University Community Environmental Services Program to provide "on-the-ground" support for Bureau paper policy coordinators.

Current Status

1. The first year report, presented September 2004, set the base numbers for the City's consumption reduction goal. During FY03-04, approximately 79% of copier/printer/writing papers (incl. envelopes) procured by the City at minimum, met the

EPA recycled content standard. Of this, approximately 12% were papers that exceed the EPA standard, or were alternative environmentally preferable papers (AEPP).

2. The chlorine-free paper goal was not achieved in FY03-04 but the issue continues to be addressed through education efforts.

A Citywide employee education effort about the paper policy is anticipated during the latter part of FY04-05.

Examples of Strategies from Bureau Annual Paper Policy Reports FY'03-04

Example FY'03-04 Accomplishments

Consumption Reduction

Auditor

- Eliminated printing paper copies of Campaign Finance Reports through use of internet

Cable Communications & Franchise Management

- Has set PC's to receive faxes via e-mail

Emergency Communications

- Achieved more than 2 million sheets in paper reduction beginning in spring 2002; Consumption reduction achieved through operational dispatch system overhaul in conjunction with move to new work site

Government Relations

- Initiated a Legislative Tracking System that reduced paper use for that purpose from 100 to 10 pages a day.

Licenses

- Estimates saving more than 650,000 sheets through Process Improvement Team work thus far -over a 50% reduction

Office of Neighborhood Involvement

- Accomplished development of a community E-Volvement website and related shift from printed to electronic calendar of monthly activities

Planning

- All new public/library documents are made available to the public online, and if large in size in CD format

EPA Recycled Content and Beyond

Environmental Services

- Posted a 57% AEPP consumption level for FY'04-05 while being the 6th largest Bureau in terms of employees

Example FY'04-05 Strategies

Consumption Reduction

Auditor

- In the process of finalizing the placement of City Code on the internet
- Working to implement a E-Files/TRIM system for electronic retrieval of archival material and Citywide documents

Cable Communications & Franchise Management

- In the process of moving to an electronic system for grant applications

Development Services

- Working with P&D to redesign some of their public notices as self-mailers in order to reduce use of mailing envelopes

Fire, Rescue, Emergency Services

- Encourage staff use of smaller sized paper for general note taking and memos when possible
– “fill up the sheets!”

Office of Sustainable Development

- Plans to encourage suppliers to reduce packaging and replace paper invoices with electronic.

Planning

- Move to use of projected images at public meetings rather than printed handouts with electronic versions of materials available online
- Move to electronic distribution of legally mandated notices as much as possible

EPA Recycled Content and Beyond

Licenses

- Committed to ordering office supplies with the highest recycled content available and identifying a specific staff person who is educated about AEPP to ensure that action

Office of Neighborhood Involvement

- Plans utilization of AEPP paper or newsprint for routine mailings.